

**DRINKING WATER OPERATOR TRAINING REIMBURSEMENT FACT SHEET**  
**NEW JERSEY DEPARTMENT OF ENVIRONMENTAL PROTECTION**  
**BUREAU OF SAFE DRINKING WATER**

N.J.A.C. 7:10A, *Licensing of Water Supply and Wastewater Treatment System Operators*, requires the completion of NJDEP training courses to become certified for water treatment (T) and/or water distribution (W).

NJDEP will now reimburse individuals for training expenses, as follows:

- For expenses incurred on or after September 1, 2002 only
- For NJDEP-approved courses that qualify individuals to take a New Jersey T and/or W exam (for sessions starting on or after September 1, 2002 only)
- For drinking water-related textbooks required for completion of the above courses
- This USEPA-funded program limits eligible expenses to T or W certification training only. Individuals seeking a wastewater license only are not eligible for reimbursement under this program.

**ELIGIBLE FOR REIMBURSEMENT:**

Tuition:

- Introduction to Water & Wastewater Operations
- Advanced Water Operations

Textbooks:

- Water Treatment Plant Operation - Volume I
- Water Treatment Plant Operation - Volume II
- Water Distribution System Operation & Maintenance
- Utility Management

**TO REQUEST REIMBURSEMENT, YOU NEED TO SUBMIT:**

- A copy of the course completion certificate(s).
- All receipts of incurred expenses for which reimbursement is sought.
- A copy of the Notice to Appear letter for entry to a New Jersey T-1 or W-1 exam (for the Intro course only)
- Request for Reimbursement of Drinking Water Operator Certification Training Expenses (Form No. BSDW-OC-01)
- State of New Jersey Payment Voucher (Vendor Invoice) form (Complete Sections D and F only)
- State of New Jersey W-9 questionnaire form (Complete Name/Address portion and lines 4 and 6 of Part I only)

**SUBMIT TO:**

N.J. Department of Environmental Protection  
Bureau of Safe Drinking Water  
Attn: Joseph duRocher  
P.O. Box 426  
Trenton, New Jersey 08625-0426

**INCOMPLETE REQUESTS WILL BE RETURNED WITHOUT REVIEW.**

If you have any questions about this program, please contact:

Joseph duRocher  
Bureau of Safe Drinking Water  
PHONE: (609) 292-5550  
EMAIL: [joseph.durocher@dep.state.nj.us](mailto:joseph.durocher@dep.state.nj.us)